

Standards and Calibration Laboratory

Quality Assurance Review

Prepared by:

Date

Reviewed by:

Date

Approved by:

Allen L. Gauler, Group Leader

Date

QUALITY ASSURANCE REVIEW

Report packages generated by the Standards & Calibration technicians are reviewed by the QA Specialist according to the following guidelines.

History Sheet

- * **File No.:** Last 2 sets of digits are correct and correspond to item name
- * **Correct and complete list of calibrated equipment**
- * **If interval is non-standard specify why not in "comment section"; Interval less than standard interval requires justification in comment section; Interval greater than standard interval, calibration must have been performed by an outside source; Interval equal to zero, grade after should equal F and certificate is a rejected report**
- * **Appropriate grade before and grade after are listed**
- * **If grade before calibration equals B or C, out-of-tolerance notification form must be included in report package**
- * **Procedure specified or described in "comment section" if no data form is included**
- * **All blanks are filled in, including originator, reviewer and trainer (if applicable) signature or initials**
- * **Technician must be qualified in category**
- * **If item is a rejected item interval must equal zero and grade after must equal F**
- * **Proofread**

Data Form or Rough Data

- * **Check calculations**
- * **If data form was used it must be the appropriate form; it must also be an approved form**

Final Report

- * File No., item name and any other identification match those on history sheet
- * Dates match those on history sheet
- * Location on history sheet corresponds to that of the final report
- * Report specifies "traceability to national standards"
- * Report specifies "This item will remain within the stated..." or "This item is expected to remain..."; "This item shall/should remain within the stated..." is not allowed
- * Calibration information is included and matches grades and test results
- * If grade before calibration equals B or C, a statement indicating why item was received either out of tolerance or rejected must be included
- * Results and uncertainty or tolerance statement match those on data form
- * Reported results appear reasonable
- * Uncertainty and/or tolerance statement appears reasonable
- * Report signed or initialed by originator
- * Use only acceptable letterhead paper
- * If item is rejected "Rejection Report" paper must be used
- * Edit and proofread

Distribution of Reports

- * Sign or initial both copies of calibration certificates.
- * Mail one copy of the certificate to the customer. The other copy remains in the file. If only one certificate and contact is ESH-09, send no certificates.

Filing of Reports

- * The file number and date calibrated must appear on the report folder tab.
- * Photocopy one copy of the history sheet if the report file has a red dot on tab (this indicates that the history sheet has a correction to be made to the database).
- * Prepare report packages for scanning into image database
- * Log report as filed in metrology database

Appendix A. QA Review Checklist

File No. _____ Technician _____ Returned to technician: 1st 2nd 3rd

HS CERT SPEC COMMENTS

IDENTIFICATION

File No.	[]	[]		
Item Name	[]	[]	[]	
Manufacturer	[]	[]	[]	
Model	[]	[]	[]	
Serial	[]	[]		
Property No.	[]	[]		
Other ID	[]	[]		

LOCATION

Contact	[]	[]	
Group	[]	[]	
Phone No.	[]		
Mail Stop	[]	[]	

CAL. HISTORY

Calibration Date	[]	[]	
Calibration Interval	[]		
Expiration Date	[]	[]	
Std. Interval	[]		
Grade Before Cal	[]	[]	
Grade After Cal	[]	[]	
Standards	[]		
Cal Before Use	[]		

OTHER

[]	Reviewer's initials on HS	
[]	Technician's signature on HS [] CERT []	
[]	Trainer's signature on HS (if applicable)	
[]	Technician must be qualified in category	
[]	Written date on HS	
[]	Add "traceable to national standards..." on CERT	
[]	Uncertainty or Tolerance on CERT _____	
[]	Data Form _____	
[]	Specification Page needed	
[]	Specs on data form don't match CERT [] SPEC [] _____	
[]	Fix Heading _____	
[]	Copy to "ESH-09" or "SCL" on CERT	
[]	Add "This item will remain within the stated..." on CERT	
[]	Out-of-Tolerance Notification form needed	
[]	Add Out-of-Tolerance statement on CERT	
[]	Comments on History Sheet _____	
[]	_____	
[]	Entire report package correct	

QA Initials

Date

Policy: All Calibration Certificates, Special Test, and Rejection Reports must be saved for each file number on computer disk to avoid making additional errors when correcting report packages. The original certificate (with marked discrepancies) must accompany the corrected

certificate when resubmitted to QA for review. The checklist will be marked as follows:

☐ QA indicates discrepancy

☐ Tech corrects discrepancy

☐ QA approves correction